## **Hotel Expense Entry**

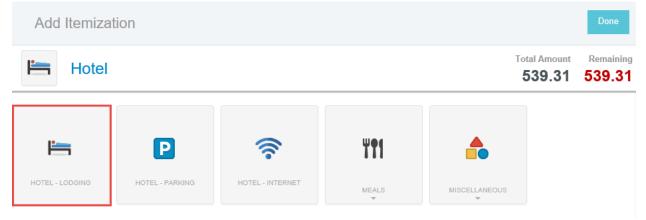
In addition to room charges, hotel bills usually include charges for meals and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.

## **Itemize Expenses**

Enter the total dollar amount of the hotel bill and tap ITEMIZE.

		Cancel	Save	Itemize
Hotel				
Date	09/01/2017			
Spent	539.31 🔛 USD			
Business Purpose	Conference			

Tap the desired tile to add an expense. To add the cost of the hotel room, tap **HOTEL - LODGING**.



As you save hotel expenses, the red **Remaining** total will update to reflect how much of the bill remains to be allocated.

		Cance	el Save
		Total Amount 539.31	Remaining <b>139.31</b>
Hotel - Lode	ging		
Date	09/01/2017		
Spent	400.00 🖬 USD		

When all the hotel expenses have been entered, click **DONE**.

	Expenses For Catherine H	lansen		Ŧ	Œ	)	A	dd Item	ization		Done
Cathy Ha	<b>ansen</b> s 🔋 1 Attachm	nents			(i		Ŀ	-		Total A 539	mount Remaining
DATE	EXPENSE		SPENT	PAY ME 🧷 🔳							
<ul> <li>Fri 09/01/2017</li> </ul>	⊨ Hotel		539.31 USD	539.31 🖉	~	^		_			Wet
Fri 09/01/2017	⊨ Hotel -	Lodg	400.00 USD	400.00	~				Р	<b>`</b> ``	¥¶1
Fri 09/01/2017	P Hotel -	Parking	50.00 USD	50.00	~		HOTEL	- LODGING	HOTEL - PARKING	HOTEL - INTERNET	MEALS
Fri 09/01/2017	Hotel -	Meal	29.31 USD	29.31	~						
Fri 09/01/2017	🛜 Hotel -	Internet	60.00 USD	60.00	~		MICOEI				
							MISCE	*			
						~					
Expense Rep QA00188542		Total Pay M <b>539.31</b>		Subn	nit						